



APPENDIX 3

ALASKA DOC SUPERVISOR GUIDANCE FOR COVID-19

EFFECTIVE 07/03/2020

1. Does the employee have symptoms of respiratory infection including:

A) new onset of any one of the following: feverishness, cough, or shortness of breath; OR

B) new onset of *two or more* of the following:

- | | | |
|---|---|--|
| <input type="checkbox"/> Chills | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Runny nose |
| <input type="checkbox"/> Diminished sense of taste or smell | <input type="checkbox"/> Headache | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Muscle/joint aches | <input type="checkbox"/> Sputum (phlegm) production) |
| | <input type="checkbox"/> Nausea/vomiting | |

If answer is **NO** – Proceed to Question 2

- If answer is **YES** – Employee will be sent home.
 - Provide the employee with a cloth face mask.
 - If the facility is in a location with community transmission, recommend the employee contact his or her health care provider for COVID-19 testing.
 - Let the employee know that they may return to when the return to work criteria are met.
 - If the criteria are met, the employee does not need a doctor's note/release to return to work.
 - If the test is POSITIVE, the employee will be allowed to return to work in accordance with guidance provided to the individual by public health staff.

2. Within the past 14 days has the employee been in close contact with any of the following:

- Someone who has been identified by Public Health as a close contact and is awaiting test results; or
- Someone who has symptoms and is awaiting test results; or
- Someone who has tested positive for COVID-19?

(Note: Close contact is defined as within 6 feet for more than 10 minutes without wearing personal protective equipment)

- If answer is **NO** – Employee may come to work
- If answer is **YES** and the employee does not have symptoms as outlined in #1 above:
 - The employee may come to work if staffing levels are critical (as determined by the Superintendent & DOI) but must wear a mask, practice social distancing whenever possible, wash hands frequently and clean items and work area on an end-of-use basis.
 - If the employee becomes sick with any of the symptoms listed above, he or she should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. A list of persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.
- If the answer is **YES** and the employee does have symptoms as outlined in #1 above:
 - Provide the employee with a cloth face mask.
 - If the facility is in a location with community transmission, recommend the employee contact his or her health care provider for COVID-19 testing.
 - The employee may not return to work until NEGATIVE test results are received and the return to work criteria are met.
 - If the criteria are met, the employee does not need a doctor's note/release to return to work.
 - If the test is POSITIVE, the employee will be allowed to return to work in accordance with guidance provided to the individual by public health staff.

3. Within the past 14 days has the employee been in close contact with someone at home or in the community who has symptoms as outlined in #1 above? *(Note: Close contact is defined as within 6 feet for more than 10 minutes without wearing personal protective equipment)*
- If answer is **NO** – Employee may come to work
 - If answer is **YES** and the employee does not have symptoms as outlined in #1 above:
 - The employee may come to work but must wear a mask, practice social distancing whenever possible, wash hands frequently and clean items and work area on an end of use basis.
 - If the employee becomes sick with any of the symptoms listed above, he or she should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. A list of persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.
 - If the answer is **YES** and the employee does have a fever, cough, or shortness of breath:
 - Provide the employee with a cloth face mask.
 - If the facility is in a location with community transmission, recommend the employee contact his or her health care provider for COVID-19 testing.
 - The employee may not return to work until NEGATIVE test results are received and return to work criteria are met.
 - If the criteria are met, the employee does not need a doctor's note/release to return to work.
 - If the test is POSITIVE, the employee will be allowed to return to work in accordance with guidance provided to the individual by public health staff.
4. Within the past 14 days has the employee traveled outside Alaska?
- If answer is **NO** – Employee may come to work
 - If answer is **YES** and the employee had taken a COVID test upon return to Alaska with negative results, the employee may come to work. While on the work site—including while on breaks, while awaiting entry point screening, or while on solitary posts—the employee must wear a mask, practice social distancing whenever possible, wash hands frequently and clean items and work area on an end-of-use basis for 14 days after returning to Alaska.
 - If the employee becomes sick with any of the symptoms listed above, he or she should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. A list of persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.
 - If the answer is **YES** and the employee either has not taken a COVID test upon return to Alaska OR has taken a COVID test upon return to Alaska but does not have the test results, the employee may not return to work.
5. Has the employee been tested for COVID-19 in the last 10 days? If the answer is yes, the employee may not return to work unless:
- The employee has received negative results and meets the return to work criteria; OR
 - The testing was part of an asymptomatic broad-based screening during a contact investigation AND he or she remains asymptomatic; OR
 - The employee has tested positive AND he or she has been cleared in accordance with guidance provided to the individual by public health staff.

RETURN TO WORK CRITERIA

- 1) at least 10 days have passed since symptoms first appeared; AND
- 2) at least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medication; AND
- 3) improvement in cough and shortness of breath (if part of illness).

NOTE: The same criteria apply if a COVID-19 test comes back negative or if the employee was not tested for COVID-19.